



RECORD OF PROCEEDINGS
FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
8426 KOSMERL PLACE, FREDERICK
COLORADO 80504



MINUTES
MARCH 9, 2020

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Walb at 7:00 p.m. at the Business & Education Center.

ROLL CALL

Directors Present:

Clyde A. Walb, President/Chairman
Edward Weimer, Vice President
David Stout, Treasurer
Christopher Vigil, Secretary
Tracy McElvaney, Assistant Secretary

Also, present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Dale Ingraham, Executive Assistant

ADDITIONS / DELETIONS TO THE AGENDA

Vice President Weimer moved to accept the Agenda as presented. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.

PUBLIC COMMENT

No members of the public were present for public comment.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of February 2020. The report is included in the Board DropBox. Activities in the month of February 2020 included working with Fire Chief Young and the District's Designated Election Official Kammy Tinney on the May 5, 2020 Regular Directors election; preparing the response for the request for information from the District's independent auditor; and

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information on a new Department of Homeland Security I-9 form.

Attorney Ross reviewed for the Board the 2020 Colorado Legislative Tracker as of March 8, 2020 and briefly discussed the following Senate and House Bills that may impact Special Districts and/or Fire Districts:

- HB 20-1017: Substance Use Disorder Treatment in Criminal Justice System. The Bill allows a person to dispose of any controlled substance at a “safe station” which is defined to include any fire station in the State. Part of the Bill is focused on the opioid crisis and that is good. However, the section of the Bill that focuses on the “safe stations” imposes requirements with which many fire departments could not comply, and it is possible certain aspects of the bill would violate federal law. Attorney Ross stated that he believes this Bill should be opposed more vigorously.
- HB20-1044: Modify Pension Plans Administered by Fire and Police Pension Association (FPPA). The Bill has passed both the House and the Senate and is being sent to the Governor.
- HB20-1048: Race Trait Hairstyle Antidiscrimination Protect. The Bill would add protections against discrimination on the basis of hair texture, type or protective hairstyles. Attorney Ross stated that the Bill’s primary focus is students and people working in education, but it also modified the definition of “race” under the Colorado Anti-Discrimination Act, which will impact all employers.
- HB20-1057: Modify Wildfire Risk Mitigation Grant Program. The Bill has passed both the House and the Senate and has been sent to the Governor.
- HB20-1081: Multilingual Ballot Access. The Bill expands access to voting through the creation of a multi-lingual ballot translation hotline and in-person translation access for specific languages defined as minority language and set for each County. At this time, the Bill appears to apply only to November elections coordinated by the County, and not to special district regular or independent mail ballot elections, and in its current form, the obligation to provide the hotline is on the County or State.
- HB20-1119: State Government Regulation of Perfluoroalkyl and Polyfluoroalkyl Substances (PFAs). This Bill could impose heightened liability on fire departments for contamination of water based on historical use of PFAs. The Bill was postponed indefinitely.
- HB20-1138: Public Real Property Index. The Bill requires political subdivisions, among other governmental agencies, to submit to the Office of the State Architect a list of all usable real property owned by or under the control of the political subdivision.
- HB20-1171: Remote Camera Wildfire Alert Pilot Program. The Bill requires the Division of Fire Prevention and Control (DFPC) to establish a remote camera technology pilot program. DFPC is opposed to the bill because the technology is expensive, and it is not clear that it is the best approach to the issue. However, the Bill is still moving forward.
- HB20-1282: Radio Communications Policies of Governmental Entities. The Bill would require each governmental entity that encrypts its radio communications to enact an encryption policy which must include access to unencrypted radio communications by the media among other limitations. Even though both SDA and CSFC oppose the Bill, it is moving forward.
- HB20-1287: Colorado Rights Act. The Bill would create statutory rights for individuals to assert constitutional claims and could limit or remove protections under the Colorado Governmental Immunity Act. SDA and CSFC opposed the Bill. After a lengthy, contentious hearing, the sponsor of the Bill pulled it from the current legislative session.
- HB20-1294: Replace Illegal Alien with Undocumented Immigrant. The Bill replaces the term

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"illegal alien" with "undocumented immigrant" as it relates to public contracts for services. This bill does not change any laws dealing with undocumented immigrant, it only changes the wording to be more politically correct.

- HB20-1308: Non-Substantive Emails and Open Meetings Law. The Bill specifies that Email communication between elected officials that does not relate to the merits or substance of pending legislation or other public business is not a public meeting.

The Board had no questions for Attorney Ross.

FIRE CHIEF'S REPORT

Fire Chief Young provided the Board with information on the following topics:

➤ **Administration**

- The District is working with SCL Health and US Acute Care Solutions Doctor Group on a potential contract to continue medical direction for the District for the remainder of 2020. Fire Chief Young and Assistant Chief Prunk are researching all options and reviewing partnerships with other health care provider networks, as well. This will be an ongoing discussion and may result in additional proposals in fall of 2020.
- Fire Chief Young and Planning Staff have been working with the Center of Public Safety Excellence (CPSE) on the upcoming Strategic Planning process. This will be a four (4) day planning event, from March 30, 2020 through April 2, 2020, to create the District's next five (5) plus-year road map to success. Staff has invited over 100 external stakeholders to participate, along with 28 internal stakeholders.

➤ **Human Resources / Personnel / Staffing**

- Formal Offers are being made to new hire recruits. The District will begin Recruit Class 2020-01 on March 23 with seven (7) new recruit firefighters.
- The testing and interview processes for the full-time Fire Prevention Specialist position, scheduled to start employment later in the year, have been completed. The District had two (2) internal candidates apply for the position. Should one of the internal candidates be promoted into that job, it will create other openings within the District.
- Over the last four (4) months Fire Chief Young has been working with Executive Staff, Command Staff, Office Staff, Shift Officers and the District's Officer Development Program members on the District's Mission, Vision, and Core Values for 2020 and beyond. The final result is provided in the Board DropBox for review and comments if needed or required.

➤ **-Capital Fleet/Equipment/Facilities**

- The District continues to work with SCL Health on potentially acquiring a portion of the future hospital property it owns in the Wyndham Hill area. The next meeting will involve the Town, as

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well. Fire Chief Young and Assistant Chief Iacino have met with numerous architecture firms over the last month to create a list of potential firms and to provide ideas on creating a more thorough design and construction phase for Station 5. At this time both avenues are in the works and Staff will keep the Board posted.

- The water heater at Station 3 has failed because the tank has rusted through. Staff has determined that the 100-gallon commercial water heater is not needed and the bids to replace it with a similar water heater have been \$7,000 to \$12,000. Staff has decided to purchase a tankless commercial system for Station 3, which will be a savings to the District. According to installers, the tankless systems will last up to 25 years and cost less than replacing the current system.

➤ Intergovernmental and Community Relations

- In February, Fire Chief Young and District Staff attended multiple Weld County meetings, as requested or required, including the Communications Board Meetings, E911 Authority Board, County Workgroups, CAD Workgroup meetings, Multi-Agency Coordinating Group (MAC Group), and the Weld County Utility Board Commission.
- Fire Chief Young met with the Town of Firestone's Town Manager in February. Topics of discussion were the Carbon Valley Emergency Management Agency (CVEMA), impact fees, open burning in the Town, economy, salaries and benefits, the possibility of the District seeking voter authorization to eliminate Director Districts (Wards), Quarterly updates, potential amendments to the Town's Fire Code and the District's Strategic Planning meeting scheduled for April.
- Fire Chief Young, Assistant Chief Prunk, and a Battalion Chief met with Town of Frederick's Public Works Department on open burning regulations and processes. It was agreed that the burning of cattails in the No Name Creek area was no longer acceptable and the Town will look at other options for cattail mitigation. The group also discussed prescribed burns in the Golf Course and Centennial Park. It was agreed that the District will assist the Town with these prescribed burn areas.
- Fire Chief Young met with the Town of Frederick's new Town Manager, Bryan Olster, in January. Topics of discussion included, the CVEMA, impact fees, open burning in the Town, the economy, salaries and benefits, the possibility of the District seeking voter authorization to eliminate Director Districts (Wards), Quarterly Updates, potential amendments to the Town's Fire Code, and the District's Strategic Planning discussions that will be held in April.
- Fire chiefs from the north metro area held a meeting on February 13. Items discussed included NCR funding, employee drug testing, Clean-Cabs, peer support and peer support programs, north area Public Information Officer collaboration, current legislation, CAD-to-CAD, and the upcoming recruit academy in which will be a class of over 50 new recruits.
- The Weld County Fire Chiefs Association (WCFCA) Executive Board met on February 19. Items discussed were WCFCA By-Laws, current legislation, Board of County Commissioners new positions, hosting a training or seminar in Fall of 2020, resource list for the County, oil and gas response and upcoming presentation to the Association.

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- On February 20 the CVEMC Advisory Board met to discuss current and future objectives for the CVEMA. The Board discussed the progress of CVEMC and direction to meet the emergency management needs of the participating agencies including, the District, Mountain View Fire Protection District, and the Towns of Frederick, Firestone and Dacono. CVEMA is hosting an Open House at the Carbon Valley Emergency Operations Center on April 6, at 1600 hours, for partners, community leaders and members.
- Fire Chief Young and Assistant Chiefs Prunk and Iacino attended the Colorado State Fire Chiefs' Critical Issues Briefing on February 11. Topics of discussion were the spread and management of the Coronavirus, current legislations, FPPA changes, FLSA regulations, and trending topics in emergency services.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

Section Activity Summary

- **New Water Tender Project**

The new water tender is in full assembly production with a scheduled date of acceptance sometime during the first week of April. Assistant Chief Prunk and Captain Plank will be making the trip to Salina Kansas for final inspections and training. The unit is scheduled to be in service in late April.
- **2020 Staffing Project Updates**
 - Recruit Class 20-01: Pending final background investigations and medical physicals, seven (7) Recruit Firefighters will start their orientation on March 23, 2020. After two weeks of Administrative orientation the Recruits will be assigned to permanent shifts beginning April 4th.
 - The Training Division is preparing for the next hiring process, which is scheduled to begin March 30th; testing will take place in June, with a hiring date of August 3, 2020.
- **District Officer Retreat**

All District Officers attended a one-day leadership and culture retreat lead by Fire Chief Young. Topics included developing the future of the organization through culture and vision, updating the Mission and Vision Statements, overview of the upcoming Recruit Firefighter Processes, the new Recruit Task books, and Safety and Wellness Committee updates.
- **Training Summary – February 2020:**
 - Total Fire Training Hours: 879.50 Hours
 - Total EMS Training Hours: 223.75 Hours
- **Overview of Training Events for February 2020:**
 - One (1) Paramedic Firefighter attended the 40-hour Fire and Emergency Services Instructor I course hosted by Estes Valley Fire Protection District.
 - All line personnel completed the annual Ice Rescue Refresher course.
 - One (1) Battalion Chief attended the Colorado Emergency Managers Conference.
 - One (1) Paramedic Firefighter and one (1) EMT Firefighter attended the two-day Centura

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Emergency Medical Services Symposium.

- **Call Types – Year-To-Date:**
 - EMS/Medical: 259
 - Fire: 10
 - Alarm Activation: 39
 - Public Assist/Other: 51
 - Hazardous Materials: 4

- **Ground Transports Comparison:**
 - January 2020: 92
 - January 2019: 76

PLANNING SECTION REPORT

Assistant Chief Iacino presented the February 2020 Fire Prevention and Community Outreach Report, including:

- **Community Development / Fire Code Enforcement**

New construction project activities in February 2020:

- Commercial Projects - 90
 - Residential Projects - 22
-
- **Fire Inspections** – 87 Fire Code Inspections were scheduled and completed in February 2020.
 - **Target Hazard Inspections** – 21 Fire Code Inspections were scheduled in Target Hazard Occupancies by the Fire Prevention Division in February 2020.
 - **Fire Code Violations** – 21 Fire Code Violations were recorded by the Fire Prevention Division in February.
 - **Certificates of Occupancy** – Three (3) projects were completed in February.
 - **New Permits Issued** – The District issued five (5) construction permits, two (2) fire alarm permits, one (1) fire sprinkler permit, and one (1) hazardous process permit, for a total of nine (9) permits issued in February. The District billed a total of \$4,927.00 for plan review and permit fees in February.
 - **Burn Permits** – Two (2) Weld County Burn Permits were issued in February.
 - **Fire Investigations** – There were no fire investigations in February.
 - **Youth Firesetter Program** – There were three (3) new YFS cases in February.

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Community Outreach

- **Education and PR Events:**
 - CPR/AED/Basic First Aid Skills Check and recertification for the Colorado Rangers.
 - CPR/AED/Basic First Aid Skills Check for Safety Team at Alpine Lumber in Frederick.
 - Attended Carbon Valley Chamber After Hours and Luncheon.
 - Attended Carbon Valley Rotary and Bingo.
 - Presented to Officer Development Group on Marketing, Branding and Public Speaking.
 - Met with Towns for Community Engagement plans for 2020.
 - Attended Marketing Committee Meeting with Carbon Valley Chamber.
 - Attended Colorado Risk Reduction Network Training & Meetings.

FINANCE SECTION REPORT

Finance Director Cummins presented the February 2020 Finance Section Report and provided the Board with information on the following topics:

➤ **Software**

- **Caselle Financial Software Implementation**

- “Go Live” – June 2020
- Training in Provo Utah – May 2020
- June 1st – Transactions in Caselle

➤ **2019 Financial Audit**

- The Audit of the District’s 2019 Financial Statements is scheduled to begin April 6, 2020.
- Audit cost is projected to be close to last year’s cost (\$10,500)
- Audit prep is progressing on schedule. Posting various schedules, financials and documents to the Auditor’s portal.

➤ **Colorado EMS Supplemental Payment Program**

- Completed CO FY 2019 Desk Review February 28, 2020
- Notice of Audits regarding this program were issued by March 30th, with audits beginning April 1st
- The District will not have a required audit, but still may be subject to a random audit.

➤ **2019 Workers Compensation Audit**

- Completed February 27, 2020. An adjustment of \$1,265 was calculated for 2020.

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➤ **2020 YTD Budget Summary**

**Executive Summary - Budget vs. Actual
 General Fund
 From January 1, 2020 through March 4, 2020**

Revenue	Budgeted	Received YTD	Remaining Budgeted	% Received
TOTAL	\$11,988,232	\$2,711,292	\$9,276,940	23%

Expenditure	Budgeted	Expended & Committed	Remaining Budgeted	% Expended &
TOTAL	\$10,373,035	\$1,598,151	\$ 8,774,884	15%

➤ **Billing and Collections Summary**

- For the reporting period: 02/01/2020 through 02/29/2020
- Total Charges: \$ 101,799.00
- Billable Calls: 86
- Total Cash Posted:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 16,677.20	\$ 14,091.01
Insurance	22,367.90	19,446.29
Private/Self Pay	8,144.59	8,614.02
Other	0.00	265.00
Total	\$ 47,189.69	\$ 42,416.32
- Adjustments:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 46,783.43	\$ 39,450.43
Ins. Uncollectible	1,373.90	1,431.65
Uncollectible/Other	14,929.29	14,269.34
Total	\$ 63,086.62	\$ 55,151.42
- Proceeds from Collection Referrals:

	<u>Current Month</u>	<u>6-Month Average</u>
Total	\$ 625.84	\$ 973.82

➤ **Miscellaneous Financial Information**

- The District received a check from the State of Colorado for Wildfire Deployment recompense in the amount of \$11,516.56 related to District personnel efforts associated with the “South Fire” in September of 2019.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

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Fire Chief Young summarized the item that will be presented for Board consideration later in the meeting:

Ratify Withdrawal of the Ballot Question on Eliminating Director Districts (Wards), the District's Designated Election Official Not Certifying the Form and Content of the Ballot by March 6, 2020, and the Cancellation of the May 5, 2020 Election

The District's Designated Election Official (DEO) informed the Board and Staff that there are no more candidates than there are Director positions to be filled. Staff subsequently polled the Board to determine whether the Board would want to proceed with the election on the ballot question to eliminate Director Districts (Wards). If the District continues with the election on that issue, the District also would have to conduct an "election" on the three director positions, as well, even though there are no more candidates than positions to be filled. The Board member feedback provided to Staff indicated the Board would likely prefer to withdraw the director district ballot and cancel the election. As a result, the DEO did not certify the form and content of the ballot on March 6 and is cancelling the May 2020 election. Staff is asking the Board to ratify those actions this evening.

Fire Chief Young reviewed the list of recent and upcoming events and meetings, as included in the Board packet.

CONSENT AGENDA

The Consent Agenda for the meeting was presented and consisted of the following items:

- Approval of the minutes of the February 10, 2020 rescheduled Regular meeting.
- Confirmation of the continuity of the Financial Reports from February 10, 2020 to March 9, 2020.
- Examine and accept printed voided Check # 32126 through Check # 32059 for the period from February 10, 2020 to March 9, 2020.
- Accept the Projected Expenditures Financial Report for March 9, 2020 to April 13, 2020, Accounts Payable and Payroll expenses to include a transfer of \$1,704,991.00 from the JP Morgan Chase Bank Business Savings Account to the JP Morgan Chase Bank Checking Account for Accounts Payable and Payroll Expenses, and to transfer \$1,134,509.00 from the JP Morgan Chase Bank Business Checking Account to the ColoTrust Investments Fund Balance Account for future Accounts Payable and Payroll expenses.
- Pay the bills and approve all Financial Reports to include ColoTrust statements and payroll registers.
- Accept and approve the 2019 4th Quarter Fire and Police Pension Association of Colorado (FPPA) Allocation Reports and Annual Contributions Received and Direct Expense and Allocation Summary as presented.

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Treasurer Stout moved to accept and approve all items under the Consent Agenda. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Secretary Vigil moved to Ratify Withdrawal of the Ballot Question on Eliminating Director Districts (Wards), the District's Designated Election Official Not Certifying the Form and Content of the Ballot by March 6, 2020, and the Cancellation of the May 5, 2020 Election. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.

ADJOURNMENT

With no further business before the Board, Secretary Vigil moved to adjourn the meeting. The motion was seconded by Assistant Secretary McElvaney. The motion passed unanimously. The meeting was adjourned at 8:06 p.m.



Christopher R. Vigil, Secretary